

Special Conditions of Participation

for the 31. Edition of AERO Friedrichshafen 2023



Definitions

MFN Messe Friedrichshafen GmbH shall hereafter be referred to as „MFN“.

FNC Fairnamic GmbH shall hereafter be referred to as „FNC“.

OSC Exhibitors receive an access code for the Messe Friedrichshafen Online Service Center (hereafter referred to as „OSC“) upon stand allocation. Media features as well as technical and organizational orders must be executed via the OSC.

General Conditions of Participation, available at: www.aero-expo.com/exhibiting-guidelines.

1. General event information

1.1 Opening times

The AERO will take place from April 19, 2023, until April 21, 2023, from 9:00 a.m. to 6:00 p.m., and on April 22, 2023, from 9:00 a.m. to 5:00 p.m.

The right to alter the opening times due to serious reasons is reserved. Changes will be announced in good time. Access for exhibitors: 1 hour before start of the exhibition.

1.2 Set-up and dismantling times

1.2.1 Set-up times

Wednesday, April 12, 2023	07:00 a.m. to 08:00 p.m.
Thursday, April 13, 2023	07:00 a.m. to 08:00 p.m.
Friday, April 14, 2023	07:00 a.m. to 08:00 p.m.
Saturday, April 15, 2023	08:00 a.m. to 06:00 p.m.
Sunday, April 16, 2023	08:00 a.m. to 06:00 p.m.
Monday, April 17, 2023	07:00 a.m. to 10:00 p.m.
Tuesday, April 18, 2023**	07:00 a.m. non-stop until
Wednesday, April 19, 2023	09:00 a.m.

** From Tuesday April 18, April 2023, 08:00 p.m., build-up work will be restricted to the stand itself. All vehicles shall be removed from the halls by 08:00 p.m. Advanced set-up has to be approved by the project management.

1.2.2 Dismantling times

22.04.2023 05:00 p.m. – 25.04.2023 bis 08:00 p.m.

Early dismantling is not permitted. Please note the information in the General Conditions of Participation.

1.3 Additional deadlines

Registration requested by September 30, 2022.

1.4 After admission, all services may be ordered via the OSC. You will receive the access code for service orders and media entries with the acceptance documents per E-Mail.

1.5 Vehicle entry regulations: Exhibitors may access the fairground of AERO 2023 during set-up and dismantling time without entry passes and deposit fee. This regulation is only practicable if trucks leave the fairground after uploading, the latest after three hours.

1.6 Stand parties after the close of the trade show must always be approved by the project management and be registered via the OSC. FNC reserves the right to charge a fee for additional required security and cleaning.

1.7 Stand construction requirements: Entirely closed walls are not allowed for island and two corner stands; the longer side can be closed maximum half side. Stand constructions, which exceed the maximum height of 3.50 m and special constructions must be sent with a hall map marked with dimensions to the project management by March 13, 2023 (aero@fairnamic.com) for approval. Ceiling suspensions also must be approved.

1.8 The hall floor is made of rare asphalt. Colour defects are possible (Re-colouring is not possible). The use of floor covering is mandatory and not included in the participation fee.

1.9 Direct sales of products and services is generally permitted. All offered products and services must be declared with price tag. The prices must include German V.A.T and all additional costs.

- 1.10** Wi-Fi: MFN has its own Wi-Fi, which exhibitors and visitors can log onto. Exhibitor's own Wi-Fi must be registered and comply with specific conditions. Registration and prerequisites can be accessed via the OSC.
- 1.11** GEMA: exhibitors must register the use of copyright music, videos or movies with the German authority GEMA. Registration forms are available at www.aero-expo.com/exhibiting-guidelines.
- 1.12** Catering: FNC has official exclusive contract partners for catering and beverage service addresses can be found via the OSC. Any other company must be registered with FNC. The fee for external caterers is 100.00 €/vehicle per day. A corresponding permit must be requested at the project management.
- 1.13** Guarding/ Liability: FNC does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personal and exhibitors. Stand guarding can be ordered via the OSC.
- 1.14** Use of operations equipment: for logistic and safety reasons, the use of cranes, forklifts and lifting platform/ hydra ladders is exclusively limited to the official contract partners of FNC. These services can be ordered via the OSC.

2. Registration and acceptance

Registration (participation and stand order placement) for AERO 2023 is made by using the registration form, which must be filled out and signed as legally binding. This registration is an offer of a contract, which requires acceptance by FNC. Submission of the registration form shall not constitute a claim for acceptance. The written participation of FNC with disclosure of the allocated stand (stand confirmation) and the accompanying participation fee invoice shall be considered as admission to AERO 2023. If the content of the stand confirmation differs from the content of the exhibitor's registration, the contract shall take effect in accordance with the stand confirmation, unless the exhibitor objects in writing within two weeks.

3. Participation fee / Exhibitor passes

- 3.1** The participation fee includes the provision of the exhibition location, a certain number of exhibitor passes, exhibitor and stand service by the project management, provision of the exhibition's in-house information systems, target group-specific marketing of the AERO 2023, hall security, cleaning of the halls and complimentary promotional material for the exhibitor's own visitor advertising. The acceptance of co-exhibitors must be approved by FNC.

3.2 Quantity discount scale

Up to 150 m²: full amount
Area from 151 – 250 m²: 5% reduction on whole space
Area from 251 – 350 m²: 10% reduction on whole space
Area from 351 – 500 m²: 15% reduction on whole space
Area from 501 m²: 20% reduction on whole space

3.3 Co-exhibitor-fee

The co-exhibitor fee is 350.00 €/co-exhibiting company. Definition of co-exhibitor: see General Conditions of Participation (www.aero-expo.com/exhibiting-guidelines). Co-exhibitors shall receive 2 exhibitor passes free of charge. All quoted prices are net prices. If the statutory value added tax applies, it will be invoiced in addition. Please note concerning this the explanations of the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

4. Terms of payment

The full participation fee is fully payable after the receipt of the invoice by January 13, 2023. Participation invoices that are issued after January 13, 2023 are fully payable immediately; the same applies to all other FNC invoices. Please note the payment due dates and information about the bank accounts on the FNC invoices.

Invoices that are still open must be paid by the stand personnel during assembly or during the trade show.

5. Stand withdrawal / compensation fees

If the exhibitor does not participate once registration has been granted, then the exhibitor is obliged to pay a compensation fee. Cancellation prior to the assignment of the stand is possible free of charge. After the stand has been allocated to your company a cancellation will cause the following fees:

- up to 4 months before the show: 30% of the invoice total
- up to 3 months before the show: 50% of the invoice total
- up to 2 months before the show: 80% of the invoice total
- up to 1 month before the show: 100% of the invoice total

6. Additional services

6.1 In addition to the participation fee, the acceptance of the following services is obligatory:

- Flat fee for general waste disposal of 80l per day: 1.70 €/m² stand space. Beginning from 80m² flat price is 150.00 €.
- The AUMA fee of 0.60 €/m² to be paid by the exhibitor will be invoiced by FNC for the AUMA and passed on (see General Conditions of Participation).
- Media flat rate (compulsory entry for all media): All exhibitors will be listed on the website and in the APP of AERO Friedrichshafen. An entry will be made in the alphabetical directory stating the range of exhibits. A flat fee of € 230.00 is charged for the compulsory entry. Additional entries in the list of exhibitors or list of products are possible and are subject to charge.
- The entry should be processed by the exhibitor in advance in the OSC. Otherwise, the FNC accepts no responsibility for incorrectly listed data. The deadline for the close of editing will be announced with the notification of the OSC access code.

All services can be ordered via the OSC after admission. You will receive the access code for service orders and media entries by e-mail with the admission documents.

7. Pricing/Reverse-Charge-procedures

The prices refer to the entire duration of the trade fair. All prices quoted are net prices. If a statutory value-added tax is applicable, it will be charged additionally. Please refer to the explanations on the reverse charge procedure and the VAT identification number in the General Conditions of Participation.

8. Reservations, force majeure, cancellation, and other changes to the event

8.1. Reasons for changes to the event, obligation to inform and compensation

Unforeseen events, in particular cases of force majeure (e.g. natural disasters, war, terror, failure or massive disruption of transport and/or communication links, as well as special risks in the event of the occurrence of contagious diseases), which make it impossible or irresponsible to hold the event as scheduled, entitle FNC to postpone, shorten and extend an event, to cancel its opening entirely and to close an event that has already begun temporarily, permanently, in individual parts or as a whole. Further details: www.aero-expo.com/exhibiting-guidelines.

9. Legal notice

- 9.1.** Serious violations of the exhibition terms and conditions gives FNC the right to close stands immediately and to clear them off without requiring court action. This applies in particular in the case of advertising that is directed against legal regulations, good morals or the purpose of the exhibition, as well as advertising for ideological or political purposes.
- 9.2.** The German version of this contract is legally binding
Place of fulfilment is Friedrichshafen; place of jurisdiction is Tett nang/ Ravensburg.
HRB-No. 742665 Registration Court, District Court Tett nang